



**Government of the District of Columbia**  
**Office of Tax and Revenue**  
**Real Property Tax Administration**

***Real Property Tax Administration - First Level Appeal Application***

Dear Property Owner:

The Real Property Tax Administration (RPTA) strives to assess property at 100% of market value. Market value is defined as the most probable price that a buyer would pay a willing seller on the open market. As the property owner, you are given the opportunity to dispute the assessment of your real property through a formal appeal process. The process involves three levels of appeal, beginning with the First Level-Administrative Appeal. Subsequent steps include appealing before the Board of Real Property Assessments and Appeals and DC Superior Court. You must, however, start at the First Level before proceeding to the next levels of appeal. Please complete the following information in order to file the First Level appeal of your property.

**You Must File Your Appeal Within 30 Days From The Notice Date**

Owner's Name: \_\_\_\_\_ Square: \_\_\_\_\_ Suffix: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate the basis for your appeal: (examples of documentation are shown below)

**Market Value**

Recent written appraisal, and/or recent settlement statement,  
and/or property insurance documents

**Equalization**

A list of property addresses you consider to be comparable to your property.

**Classification**

Indicate current use of the property, and date such use commenced:

Use: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

**Property Damage  
or Condition**

Supporting documents to substantiate claim (cost estimates, damages  
claims, etc.)

Assessment information about your property and comparable properties may be found on our Internet site located at [www.cfo.dc.gov/services/tax/property/database.shtm](http://www.cfo.dc.gov/services/tax/property/database.shtm), or you may call (202) 727-4829 for assistance.

Please select how you wish to conduct your First Level appeal:

**Option One Written Appeal** There will be no meeting with the assessor.

Please submit all documentation to support your position with this application. You will be notified by your assessor regarding the outcome of your appeal, based on his/her review of the information you submit and existing market data.

**Option Two Telephone Hearing**

You will be notified of the time and date you must call your assessor to conduct the telephone hearing.

**Option Three In-Person Hearing**

You will be notified of the time and date to appear for your hearing with your assessor. Requests for hearings outside of our office, and normal business hours may be granted on a case-by-case basis.

Will you be appealing any other properties? Yes No, If Yes, please complete an appeal application for each property.

*Return completed form to:*

Office of Tax and Revenue  
Real Property Tax Admin.-Appeals Section  
P.O. Box 176  
Washington, D.C. 20044  
Fax: (202) 442-6796

Owner/Agent\* Signature: \_\_\_\_\_  
Date (mm/dd/yyyy): \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_

\* Letter of Agent Authorization must be on file.